

GOVERNMENT OF THE VIRGIN ISLANDS OF THE UNITED STATES
DEPARTMENT OF PROPERTY AND PROCUREMENT DIVISION

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INVITATION BID & AWARD SUPPLY CONTRACT	CONTRACT NO. <hr/> ORDER NO.	PAGE NO. 1	NO. OF PAGES
ISSUED BY Department of Property & Procurement	ADDRESS 8201 Subbase, 3 rd Floor St. Thomas, Virgin Islands 00802		

**INVITATION FOR
BIDS**

DATE ISSUED December 10, 2021	INVITATION NO. IFB010DHST22 (S)
<p>Sealed bids in quintuplet (1 Original and 4 Copies) 8201 Subbase, 3rd Floor, St. Thomas, VI 00802 or via email submission at ebids_proposals@dpp.vi.gov (One (1) copy) , subject to (1) The Terms and Conditions of the Invitation for Bids, (2) General Provisions which are incorporated herein by reference, and (3) such other contract provisions and specifications as are attached or incorporated by reference will be received at the above office until 10:00 o'clock AM, Atlantic Standard Time, not later than Monday, January 10, 2022, and publicly open on Tuesday, January 11, 2022 at 12:30 o'clock PM, Atlantic Standard Time for furnishing the supplies or services for delivery f.o.b. ST. Thomas, VIRGIN ISLANDS.</p>	

General information and instructions to Bidders are contained in the terms and conditions on the reverse hereof.

SCHEDULE

ITEM NO.	SUPPLIES OR SERVICES	QUANTITY <small>(NO. OF UNITS)</small>	UNIT	UNIT PRICE	AMOUNT
	Burial and Cremation Services for the Department of Human Services in the St. Thomas/ St. John District				

BID

DATE OF BID

IN COMPLIANCE WITH THE ABOVE THE UNDERSIGNED OFFERS AND AGREES, IF THIS BID BE ACCEPTED WITHIN _____ DAYS (30 calendar days unless a different period is inserted by the Bidder) FROM THE DATE OF OPENING TO FURNISH ANY OR ALL OF THE ITEMS UPON WHICH PRICES ARE QUOTED, AT THE PRICE SET OPPOSITE EACH ITEM, DELIVERED AT THE DESIGNATED POINTS WITHIN THE TIME SPECIFIED IN THE INVITATION. DISCOUNTS WILL BE ALLOWED FOR PROMPT PAYMENT AS FOLLOWS:

_____ PERCENT, 20 CALENDAR DAYS; _____ PERCENT, 30 CALENDAR DAYS

BIDDER REPRESENTS (Check appropriate boxes)

- (1) THAT HE IS _____, IS NOT _____, A SMALL BUSINESS CONCERN. IF BIDDER IS A SMALL BUSINESS CONCERN AND IS NOT THE MANUFACTURER OF THE SUPPLIES BID UPON, HE ALSO REPRESENTS THAT ALL SUPPLIES TO BE FURNISHED HEREUNDER WILL _____, WILL NOT _____, BE MANUFACTURED OR PRODUCED BY A SMALL BUSINESS CONCERN IN THE UNITED STATES, ITS TERRITORIES, ITS POSSESSIONS, OR THE COMMONWEALTH OF PUERTO RICO.
- (2) THAT HE IS A REGULAR DEALER IN _____, MANUFACTURER OF _____, THE SUPPLIES BID UPON.
- (3) (A) THAT HE HAS _____, HAS NOT _____, EMPLOYED OR RETAINED ANY COMPANY OR PERSON (OTHER THAN A FULL-TIME BONA FIDE EMPLOYEE WORKING SOLELY FOR THE BIDDER) TO SOLICIT OR SECURE THIS CONTRACT, AND (B) THAT HE HAS _____, HAS NOT _____, PAID OR AGREED TO PAY ANY COMPANY OR PERSON (OTHER THAN A FULL-TIME BONA FIDE EMPLOYEE WORKING SOLELY FOR THE BIDDER) ANY FEE, PERCENTAGE, COMMISSION, OR BROKERAGE FEE, CONTINGENT UPON OR RESULTING FROM THE AWARD OF THE CONTRACT; AND AGREES TO FURNISH INFORMATION RELATING TO (A) AND (B) ABOVE AS REQUESTED BY THE CONTRACTING OFFICER.
- (4) HE OPERATES AS AN INDIVIDUAL _____, PARTNERSHIP _____, CORPORATION _____, INCORPORATED IN THE TERRITORY OF THE VIRGIN ISLANDS
- (5) PREFERRED BIDDER: _____ A BONA FIDE CONTINUOUS RESIDENT OF THE VIRGIN ISLANDS FOR AT LEAST EIGHT (8) YEARS OR _____ WAS BORN IN THE VIRGIN ISLANDS; _____ A FIRM, PARTNERSHIP, OR CORPORATION IN WHICH AT LEAST FIFTY-ONE PERCENT (51%) OF THE LEGAL OR EQUITABLE OWNERSHIP IS HELD BY A PERSON OR PERSONS WHO HAVE BEEN BONA FIDE CONTINUOUS RESIDENTS OF THE VIRGIN ISLANDS FOR AT LEAST EIGHT (8) YEARS OR _____ WHO WERE BORN IN THE VIRGIN ISLANDS; _____ SAID PERSON, FIRM, PARTNERSHIP, OR CORPORATION IS LICENSED IN AND MAINTAINS HIS OR ITS PRINCIPAL PLACE OF BUSINESS IN THE VIRGIN ISLANDS AND OWNS, OPERATES, OR MAINTAINS A STORE, WAREHOUSE, OR OTHER PLACE OF BUSINESS IN THE VIRGIN ISLANDS OR _____ THE DULY AUTHORIZED AGENT, DEALER, DISTRIBUTOR OR REPRESENTATIVE IN THE VIRGIN ISLANDS FOR THE MATERIALS, SUPPLIES, ARTICLES, OR EQUIPMENT OF THE GENERAL CHARACTER DESCRIBED BY THE SPECIFICATIONS AND REQUIRED UNDER THIS CONTRACT.

NAME & ADDRESS OF BIDDER (Street, City, State and Zip Code) (Type or Print)	SIGNATURE OF PERSON AUTHORIZED TO SIGN BID <div style="border-bottom: 1px solid black; height: 20px; width: 100%;"></div>
	TYPE OR PRINT SIGNER'S NAME & TITLE <div style="border-bottom: 1px solid black; height: 20px; width: 100%;"></div>

AWARD

DATE OF AWARD

ACCEPTED AS TO ITEMS NUMBERED	AMOUNT	GOVERNMENT OF THE VIRGIN ISLANDS
SUBMIT INVOICE FOR PAYMENT TO: DEPARTMENT OF HUMAN SERVICES KNUD HANSEN COMPLEX 1303 HOSPITAL GROUND ST. THOMAS, VIRGIN ISLANDS 00802		BY _____ <div style="text-align: right;"><i>Contracting Officer</i></div>

CONTINUATION SHEET

(Supply Contract)

Contract, Order, or Invitation No. (As Applicable)

Page No.

IFB010DHST22 (S)

ITEM NO.	SUPPLIES OR SERVICES	AMOUNT
	<p>Department of Human Services Knud Hansen Complex Bldg A. 1303 Hospital Ground, Suite 10 St. Thomas, Virgin Islands 00802</p> <p>Burial and Cremation Services for the Department of Human Services</p> <p>Scope of Work and Continuation Sheet attached</p> <p>Open Bid Meeting Tuesday, January 11, 2022 at 12:30 PM, AST Click here to join meeting</p>	

Name of Bidder:

Standard Form 86 November 1949 Edition General Services Administration Fed. Proc. Reg. (41 CFR) 1-16.107 36-104. Rev. 3-18-08	CONTINUATION SHEET (Supply Contract)	Contract, Order, or Invitation No. (As Applicable)	Page No.
IFB010DHST22 (S)			
ITEM NO.	SUPPLIES OR SERVICES	AMOUNT	
<div style="text-align: center; margin-top: 100px;"> <h2>NOTICE TO BIDDERS</h2> </div> <p>ALL INDIVIDUALS, FIRMS, PARTNERSHIPS, CORPORATIONS AND/OR JOINT VENTURES DOING BUSINESS WITH THE GOVERNMENT OF THE VIRGIN ISLANDS SHALL SUBMIT INFORMATION IN WRITING, OF THE <u>PHYSICAL LOCATION</u> OF THEIR PRINCIPAL PLACE OF BUSINESS. A POST OFFICE BOX MAILING ADDRESS ONLY WILL NOT SUFFICE.</p> <p>BIDDERS MUST INSERT THEIR E.I.N.-EMPLOYER'S IDENTIFICATION NUMBER ON PAGE 1 IN THE SECTION WHERE THE COMPANY'S NAME AND ADDRESS IS REQUIRED.</p> <p>PROSPECTIVE BIDDERS WILL BE REQUIRED TO FURNISH THE FOLLOWING DOCUMENTS WITH THEIR SUBMITTAL. FAILURE TO COMPLY WITH ALL THE REQUIREMENTS AS OUTLINED, MAY DISQUALIFY THE BIDDER.</p> <ul style="list-style-type: none"> A. ORGANIZATION AND PERSONNEL i.e. number of employees B. LISTING OF PROJECT EXPERIENCE WITHIN THE LAST 2 YEARS. C. REFERENCE LETTERS (2 minimum) D. CURRENT VIRGIN ISLANDS BUSINESS LICENSE FOR THE TYPE OF SERVICE BEING REQUESTED E. CERTIFICATE OF GOOD STANDING dated July 1, 2021 or later F. CORPORATE RESOLUTION EVIDENCING THE DIRECTORS/OFFICERS OF THE COMPANY G. ARTICLES OF INCORPORATION/ ORGANIZATION/ PARTNERSHIP FORMATION, IF APPLICABLE H. TRADE NAME CERTIFICATE, if applicable I. NOTARIZED NON-COLLUSION AFFIDAVIT FORM DPP-NCA-52-75 J. CURRENT DUNS/ SAM.GOV REGISTRATION K. CURRENT CERTIFICATE OF GOVERNMENT INSURANCE, if applicable <p>"IT SHALL BE THE BIDDERS' RESPONSIBILITY TO DELIVER BID TO THE DESIGNATED LOCATION PRIOR TO THE BID TIME SPECIFIED ON PAGE 1 OF THIS BID."</p> <p>AWARD WILL BE MADE TO THE LOWEST RESPONSIVE, RESPONSIBLE BIDDER. UNDERBIDDING CAN DEEM YOUR BID NON-RESPONSIBLE."</p>			
Name of Bidder:			

Standard Form 86 November 1949 Edition General Services Administration Fed. Proc. Reg. (41 CFR) 1-16.107 36-104. Rev. 3-18-08	CONTINUATION SHEET (Supply Contract)	Contract, Order, or Invitation No. (As Applicable) IFB010DHST22 (S)	Page No.
ITEM NO.	SUPPLIES OR SERVICES	AMOUNT	

CONTRACT PERIOD: The period of any contract entered into under this Invitation for Bids shall be for a period of one (1) year.

OPTION TO RENEW: The service of this contract may be extended for an additional one (1) year period subject to the availability of funds.

SUPPLEMENTARY PROVISIONS: The application of all materials will be in such a manner so as not to cause harm to humans, foodstuff or equipment within the building and/or property.

The successful Contractor shall maintain Workmen's Compensation Insurance, & Comprehensive General Liability Insurance against bodily injury with limits of \$100,000.00 and against property damage with limits of \$100,000.00, the cost of which shall be borne by the Contractor and maintained fully during the term of the Contract & Government must be an additional insured via a schedule endorsement after award.

A copy of the Insurance listed herein shall be filed with the Department of Property & Procurement, 8201 Sub Base, 3rd Floor, St. Thomas, U. S. Virgin Islands 00802.

The Contractor shall be liable for loss or damages to property or persons, however, in no case shall such negligence be presumed or inferred.

The Contractor agrees not to refuse to hire or employ or to bar or discharge from employment any individual because of race, religion, color, or ancestry.

The Contractor hereby agrees to pay the existing minimum wages, Federal and/or Local taxes as may be applicable.

PROMPT PAYMENT DISCOUNT: Prompt payment discounts shall NOT be considered in the evaluation bids. Prompt payment discounts are removed as evaluation factors.

Although prompt payment discounts are not evaluated, any discount offered will form part of the award, and will be taken by the User Agency and the Department of Finance if payment is made within the discount period specified by

No discount offered for payments within less than thirty (30) calendar days will be considered. Paragraph 6a on Page 1 of the Bid Form is hereby deleted.

EXPLANATION TO BIDDERS: Any explanation desired by a bidder regarding the meaning or interpretation of this Invitation for Bids, specifications, etc., must be requested in writing and with sufficient time allowed for a reply to reach said bidder before the submission of their bids. Any interpretation made will be in the form of an amendment to the Invitation for Bids, specifications, etc., and will be furnished to all prospective bidders.

PREFERRED BIDDERS: In addition to placing a check (✓) in the appropriate box on Page 1, Section 5 of this Bid, any Person, Firm, Partnership or Corporation name be added to a Preferred Bidders' List to be maintained by the Commissioner of Property & Procurement.

If bidder has not previously filed a notarized copy of the Preferred Bidders' Certificate with the Commissioner of Property & Procurement, Division of Procurement, 8201 Subbase, 3rd Floor Subbase, St. Thomas, U. S. Virgin Islands, or 3274 Estate Richmond, Christiansted, St. Croix, U.S. Virgin Islands, notarized, and submitted to the Division of Procurement not later than the date and hour of bid opening as specified on Page 1 of this bid. All bidders not complying with the procedures set forth herein and in accordance with Title 31 V. I. C. § 236a, will not be considered eligible as Preferred Bidders for this Invitation for Bids.

ACCEPTANCE OF CONTRACT TEMPLATE AND OTHER TERMS AND CONDITIONS
 By submitting a bid in response to this IFB, the bidder agrees to accept the boilerplate terms and conditions of the Government's standard Supply Contract, a copy of which is attached to this IFB, if the bidder is selected for award.

Name of Bidder:

Standard Form 86 November 1949 Edition General Services Administration Fed. Proc. Reg. (41 OFR) 1-16.107 36-104. Rev. 3-18-08	CONTINUATION SHEET (Supply Contract)	Contract, Order, or Invitation No. (As Applicable) IFB010DHST22 (S)	Page No.
ITEM NO.	SUPPLIES OR SERVICES	AMOUNT	
Pursuant to Act No. 3072, approved July 29, 1971, amending Section 245 of Chapter 23, Title 31 of the Virgin Islands Code, each person who submits a bid in relation to any purchase in excess of \$1,000.00, under this Chapter, will disclose the Name and Address of each individual having a beneficial interest of more than five (5%) per Centum in the bidding enterprise, and if the bidder is a Corporation, the Names and Addresses of all its Officers and Directors.			
<div style="display: flex; justify-content: space-around;"> <u>NAME</u> <u>ADDRESS / PHONE</u> <u>TITLE</u> </div>			

QUANTITIES: All quantities listed in this Invitation for Bids are estimates only. The Government will purchase items based on its actual needs, which may or may not amount to the total estimated quantities. The successful Contractor shall only fulfil orders in accordance with approved purchase orders issued by the Government.

CONDITION PRECEDENT: Any Contract awarded pursuant to this Invitation for Bids shall be subject to the appropriation and availability of funds and to the approval of the Commissioner of the Department of Property and Procurement.

Name of Bidder:

SCOPE OF WORK

BURIAL AND CREMATION SERVICE

The Government of the Virgin Islands, Department of Human Services is seeking to engage the services of capable vendors to provide burial and cremation services. This request is specific to the burial/cremation of deceased indigent persons in the St. Thomas/ St. John District as described below:

BURIAL

1. The Contractor shall:

- A. Furnish transportation of the body from the morgue to the funeral home.
- B. Preparation of remains/embalming.
- C. Furnish clothes (if necessary).
- D. Furnish burial casket (non-sealed metal).
- E. Arrangement and Supervision:
 - Includes conducting the arrangements conference.
 - Planning the funeral; consulting with the family and clergy; preparing and filing of necessary notices.
 - Coordinating with the cemetery or other third parties.
- F. Obtain death certificate and secure burial permits and authorizations.
- G. Arrange for free grave plot through the Department of Public Works.
- H. Furnish transportation of the body to the site of the service and then to the grave for internment.
- I. Provide grave marker for identification of grave location.

CREMATION

2. The Contractor shall:

- A. Arrangement and Supervision:
 - Includes conducting the arrangements conference; planning the funeral; consulting with the family and clergy; preparing and filing of necessary notices; obtaining necessary authorizations and permits (to include death certificate and, burial removal permit; coordinating with the cemetery, crematory or other third parties.
- B. Furnish Combo Unit- Alternative Container
- C. Crematory/Furnish Temporary Urn
- D. Dispose remains, if no next of kin has been determined

CONTINUATION SHEET
(Supply Contract)

Contract, Order, or Invitation No.
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ITEM	DHS- BURIAL AND CREMATION SERVICE STT/STJ	QUANTITY	UNIT PRICE	UNIT PRICE
A.	Cremation:			
	a. Still born infants	1	\$ _____	\$ _____
	b. Birth to one (1) year	1	\$ _____	\$ _____
	c. One (1) year and one (1) day older	1	\$ _____	\$ _____
	d. Extra cost if oversize casket is needed	1	\$ _____	\$ _____
	e. Extra cost if autopsy is necessary	1	\$ _____	\$ _____
B.	Direct Cremation			
	a. Still born infants	1	\$ _____	\$ _____
	b. Birth to one (1) year	1	\$ _____	\$ _____
	c. One (1) year and one (1) day older	1	\$ _____	\$ _____
	d. Extra cost if oversize casket is needed	1	\$ _____	\$ _____
	e. Extra cost if autopsy is necessary	1	\$ _____	\$ _____
C.	Burials:			
	a. Still born infants	1	\$ _____	\$ _____
	b. Birth to one (1) year	1	\$ _____	\$ _____
	c. One (1) year and one (1) day older	1	\$ _____	\$ _____
	d. Extra cost if oversize casket is needed	1	\$ _____	\$ _____
	e. Extra cost if autopsy is necessary	1	\$ _____	\$ _____
D.	Direct Burials:			
	a. Still born infants	1	\$ _____	\$ _____
	b. Birth to one (1) year	1	\$ _____	\$ _____
	c. One (1) year and one (1) day and older	1	\$ _____	\$ _____
	d. Extra cost if oversize casket is needed	1	\$ _____	\$ _____
	e. Extra cost if autopsy is necessary	1	\$ _____	\$ _____

Name of Bidder:

GOVERNMENT OF THE VIRGIN ISLANDS
DEPARTMENT OF PROPERTY AND PROCUREMENT

NON-COLLUSION AFFIDAVIT

————— 0 —————

..... being duly sworn, deposes and says that —

(1) He is [owner, partner, officer, representative, or agent] of

..... the bidder that has submitted that attached bid;

(2) He is duly informed respecting the preparation and contents of the attached bid and of all pertinent circumstances respecting such bid;

(3) Such bid is genuine and is not a collusive or sham bid;

(4) Neither the said bidder nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other bidder, firm or person to submit a collusive or sham bid in connection with the contract for which the attached bid has been submitted or to refrain from bidding in connection with such contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other bidder, firm or person to fix the price or prices in the attached bid or of any other bidder, or to fix any overhead, profit or cost element of the price or the bid price of any other bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against The Government of the Virgin Islands or any person interested in the proposed contract; and

(5) The price or prices quoted in the attached bid are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

Signature of Affidavit

SUBSCRIBED AND SWORN to before me this....., day of

Notary Public